

APPLICATION PROCESS CHECKLIST

Account: _____ **Expiration Month:** _____ **Date:** ____/____/____

1. ____ Completed IRP application
2. ____ Proof of DC Residency or Established Place of Business
 - *New account only - must meet 3 of 9 requirements
 - The Registrant's Current DC Drivers License, DC CDL, Certificated of Occupancy (COO) or DC ID card
 - The Registrant's DC title
 - Any DC utility bill in the Registrant's name
 - DC Corporation documents
 - Foreign Corporation documents in DC
 - Federal Income Tax documentation
 - Paid Personal DC Income Tax document
 - Paid DC Real Estate or Personal Property taxes
 - Current Rental / Lease Property Agreement in the Registrant's name
3. ____ Original DC Title or Receipt for DC Title
4. ____ Proof of Paid Heavy Vehicle Use Tax (current 2290 Schedule 1)
5. ____ DC inspection report
6. ____ DC inspection Fee compliance
7. ____ Proof of current Insurance (name, policy and effective dates)
8. ____ Power of Attorney from vehicle owner to IRP registrant
9. ____ Signed Lease agreement if IRP registrant is leased to a carrier (with USDOT and TIN of that company)
10. ____ Check and confirm the VIN in Destiny for possible suspension(s)

COMMENTS:

DC-IRP Representative